

First Aid including EYFS (MP15, HSG 1a, P3 ISI 13a, WS)

The aim of this policy and other associated policies is to enable staff to carry out essential first aid in a timely and competent manner.

This policy should be read in conjunction with all other policies contained within the School's medical policies document.

A register of staff who hold an HSE recognised first aid certificate is held in the staff room and in surgery, this includes all staff who hold paediatric first aid for the Early Years Setting. All first Aid qualifications will be renewed as required.

There will always be a qualified first aider on site when pupils are present. A qualified first aider will accompany all trips away from the school site.

In the Early Years setting all trips away from the site will be accompanied by at least one paediatric qualified first aider.

Separate policies are held within the school medical policy book for particular medical conditions and for dealing with body fluid and spillages. (See policies MP 6-12)

If a first Aider is in any doubt as to their ability to deal with a situation they should call for the attendance of the registered school nurse or call an ambulance. Guide the ambulance to West Hill Park School, St. Margaret's Lane Titchfield, PO14 4BS. If possible a responsible person should be sent to the front of the school to meet the ambulance. At this point the Headmaster or his Deputy should be informed.

In school

First Aid boxes are kept in the following places:

1 in each minibus	4 in Early Years Setting
2 in each Science lab	1 in Riding School
1 in the kitchen	13 in Surgery
1 in the Swimming Pool	1 in Music School
2 in the Sports Hall	

These are checked & re-stocked by the school nurse at the beginning of each term and this is recorded, dated and signed (match first aid kits are checked after each match). If kits need replenishing during this period it is the responsibility of the person using the contents to inform the school nurse.

Away from school

A first aid kit will be supplied by the school nurse/matron for all trips, camps etc. These will be supplied according to the information on the risk assessment form and can be collected on the day of departure from the surgery.

Accident Records

All incidents/accidents will be recorded on the daily injury/illness book in the surgery, information should contain;

1. Date and time of incident
2. Injured person's name

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3. Nature of incident
4. Outcome and treatment
5. Medication required
6. Accident/ illness form to go home, if a boarder parents to be informed by phone
7. Signature for all written records
8. Early Years parents will be asked to sign the accident book at collection time

If a injury occurs on the Sports Fields, paddock or other sport related areas, members of staff present should asses the child at the scene and contact the school nurse/matron on ext 417 or call for an ambulance. If in any doubt whatsoever, do not attempt to move the child until professionally advised to do so. (Assessment of a danger to the casualty may pre-empt a move to a safe place.)

Asthma inhalers

According to current guidelines the school holds a generic stock of Ventolin Inhalers & disposable spacers for pupils who have a diagnosis of asthma.

Parents should supply a spare inhaler prescribed to the individual child and this will be held in a labelled cupboard in the surgery.

Epipens

Prescribed Epipens are kept in the surgery and for Early Year setting in EYFS office

There are two Epipens in surgery in case of a child/Adult requiring a second Epipen delivery in an emergency situation. They are available in two different doses for junior & senior pupils. These are only to be made available for children & staff who have been diagnosed with anaphylaxis

Diabetics

Emergency equipment should it be required will be kept in the surgery

Stretcher

A stretcher chair is available at all times outside the laundry cupboard next to the surgery

RIDDOR

Where required, the school nurse or appropriate person will report incidents to the Health and Safety Executive as required by RIDDOR

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